ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)

JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: July 28 – 30, 2003

Collective Bargaining Identification: R01

Job Analysis Conducted By: Carol MacMillan
                                      Personnel Examining Analyst
                                      Personnel Examining Section

Number of Incumbents: There are 20 incumbents in this classification
                                      per Department of Corrections Filled/Vacant
                                      Position Report dated June 30, 2003.

Names of the Subject Matter Expert(s) and their background:

Elva Ledesma; Senior Information Systems Analyst (Supervisor); Board of Prison Terms; Information Technology Unit Elva Ledesma has worked as the Senior Information Systems Analyst (Supervisor) in charge of the Information Technology Unit at Board of Prison Terms for three years. Previously she worked as an Associate Programmer Analyst (Specialist) for a total of five and a half years at the Air Resources Board, Department of Corrections, and the Board of Prison Terms.

Duane Higgins; Staff Programmer Analyst; Department of Corrections; Information Services Division Duane Higgins has worked as a Staff Programmer Analyst supervising Associate Programmer Analyst (Specialists) in the Department of Corrections and has been in this position for nine months. He's worked with CDC for four and a half years.

Hamid Hajjit; Staff Information Analyst; Department of Corrections; Information Services Division Hamid Hajjit has worked as a Staff Information Analyst at CDC for four years. Previously he worked as an Associate Programmer Analyst (Specialist) for 12 years at the Employment Development Department. He has been with CDC for a total of four years.

Larry Baird; Staff Programmer Analyst; Department of Corrections; Information Services Division Larry Baird has worked as a Staff Programmer Analyst for one year. Previously he worked as an Associate Programmer Analyst (Specialist) for five years at CDC and five years before that at the State Controller's Office. He has worked with CDC for a total of six years.

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INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State of California Programmer Analyst class specifications
- State of Alabama Programmer Analyst, Associate class specifications
- State of Alaska Analyst/Programmer III class specifications
- State of Arizona EDP Programmer/Analyst III class specifications
- State of South Dakota Associate Programmer/Analyst class specifications

No other sources were viewed for the literature review.